



EXPEDITED PERMIT FOR MINOR TENANT IMPROVEMENT WORK

CITY OF REDMOND QUALIFICATION SHEET

Expedited building permits may be issued for minor commercial tenant improvement work for retail or office space only. Examples include:

- adding, moving, or replacing a door or relite in a wall of a room;
- replacing sheetrock on an interior wall in the same location;
- adding a wall to divide a room into two smaller rooms;
- removing a wall to create a larger room; or
- adding, moving, or replacing supporting grid for suspended acoustical ceiling tile.

CONTRACTOR INFORMATION, STATE CONTRACTORS LICENSE AND CITY OF REDMOND BUSINESS LICENSE IS REQUIRED ON THE APPLICATION FORM

Permits will not be expedited without the Contractor Information

QUALIFICATION CHECKLIST

If the answer to any of the following questions is "yes", the work does NOT qualify for an expedited permit..... NO EXCEPTIONS:

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are structural changes being made? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Are rated walls, corridors, occupancy separation walls or exits being built or altered? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Will hazardous materials be used or stored on site or is there a warehouse which includes high pile (more than 12 ft. in height) storage of combustible materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Does the scope of work include exterior changes to the building? (Exterior changes to wall, storefront, doors, windows, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Is the current use other than retail (Group M) or office (Group B) ? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Is the current use being changed? |

The standard Tenant Improvement Submittal Requirements must be included with your Expedited Permit application. **(The Occupant's Statement of Intended Use is NOT Required.)**

A Building Plans Examiner will review your submittal for accuracy, completeness and determine if the project qualifies as expedited. **Depending upon staffing availability and complexity of plans, expedited permits will be processed in a timely fashion.**

NOTE: Expedited permits will not be issued at the time of application.

If it is determined that your project exceeds the scope of work of an expedited permit, the **permit becomes null and void**. A new permit application along with plans depicting the actual scope of work shall be submitted for review and approval via the standard permit process. Additional plan review and permit fees will be charged -- **expedited permit fees are non-refundable**.

Please visit our website at:

<http://www.redmond.gov/insidecityhall/planning/planning.asp>

or call our Permit Center at 425-556-2473

Accepted as Expedited Permit by: _____

Date: _____